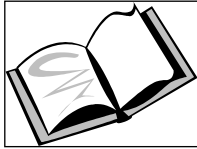




Michigan Supreme Court
State Court Administrative Office

2006 Weighted Caseload Study



Non-Bench Report Instructions

Judicial officers are to report **all case-related** activities that occur outside the courtroom and are off-the-record using the Non-Bench Report. Courtroom staff and judicial officers should not report the same activities. If a courtroom staff person is not present, the judicial officer is responsible for reporting the activity. Judicial officers include judges, magistrates, FOC referees, juvenile referees, probate registers, research attorneys, and law clerks. Judicial officers may be full-time, part-time, or temporary. They may have other duties or roles in the court.

The study takes place from September 1, 2006, to October 31, 2006.

Use a new report for each day of the study.

Identifying Information - At the top of each report, record the following:

- the date of the activity,
- the name of the judicial officer,
- the state bar number of the judicial officer, if applicable, and
- the title of the judicial officer.

Case Related Time - On each line of the report, record the following:

- the court code,
- the name of the county,
- the case type code,
- the event numbers,
- the start time and end time, and
- other factors.

1. Court Code. On each line record the court code, such as C03, D36, or P82, corresponding to the case or cases reported on the line. The court code may be different from the court where the activity takes place or the court where the judicial officer normally presides.



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- 2. County Name.** On each line record the name of the county corresponding to the cases reported on the line. This county may be different from the county where the activity takes place or the county where the judicial officer normally presides.

Court Codes for Participating Courts

<u>County</u>	<u>Court Codes</u>	<u>County</u>	<u>Court Codes</u>
Alcona	C23, D81, P01	Muskegon	C14, D60, P61
Allegan	C48, D57, P03	Oakland	C06, P63
Arenac	C23, D81, P06	Oakland	D52-1
Calhoun	C37, D10, P13	Oakland	D52-2
Delta	C47, D94, P21	Oakland	D52-3
Dickinson	C41, D95B, P22	Oakland	D52-4
Genesee	C07, P25	Oakland - Farmington	D47
Genesee - Flint	D68	Oakland - Ferndale/Hazel Pk/Madison Hts ..	D43
Huron	C52, D73B, P32	Oakland - Oak Park	D45B
Ingham	C30, P33	Oakland - Pontiac	D50
Ingham - Lansing	D54A	Oscoda	C23, D81, P68
Ionia	C08, D64A, P34	Saginaw	C10, D70, P73
Iosco	C23, D81, P35	St. Joseph	C45, D03B, P75
Iron	C41, D95B, P36	Washtenaw	C22, P81
Jackson	C04, D12, P38	Washtenaw	D14A
Kent	C17, P41	Wayne	C03, P82
Kent	D63-1	Wayne - Detroit	D36
Kent	D63-2	Wayne - Garden City	D21
Macomb	C16, P50	Wayne - Harper Woods	D32A
Macomb - Mt. Clemens, Clinton Twp	D41B	Wayne - Plymouth	D35
Macomb - New Baltimore	D42-2	Wayne - Redford	D17
Macomb - Romeo	D42-1	Wayne - Romulus	D34
Macomb - St. Clair Shores	D40	Wayne - Southgate	D28
Menominee	C41, D95A, P55	Wayne - Taylor	D23
Midland	C42, D75, P56	Wayne - Westland	D18
Montcalm	C08, D64B, P59	Wayne - Woodhaven	D33

- 3. Case Type Code.** Record the two-letter case type code from the Case Type Code lists. Record only one case type code per line.



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4. Event Categories. Record the event number or numbers that best describe the stage during which the event or events take place.

1 Pretrial: This category should be used for any event that takes place prior to a trial and disposition. Preliminary inquiry, arraignment, pretrial hearing, pretrial conference, mediation, and jury selection are activities that generally take place prior to a trial.

2 Trial: This category should be used for any event that takes place during or related to a trial. Bench trial, jury trial, termination hearing, small claims hearing, and jury deliberation, are activities that generally take place related to a trial.

3 Disposition: This category should be used for any event related to disposition. Plea acceptance, sentencing, judgment, and dismissal are activities related to disposition.

4 Postjudgment: This category should be used for any event that takes place after disposition.

Other: If any case-related activity cannot be categorized within one or more of the four categories, provide a brief description of the event in the box labeled “Comments” on the back of the report.

The following activities should not be reported: **Do not report non-case-related administration.** Time spent on activities such as routine office matters, staff meetings, and docket analysis should not be reported. Examples include bench meeting, computer training, required meeting, court committee meeting, docket analysis, staff conference, personnel conference, attorney assignments, or budget hearing. **Do not report judicial education, training or meetings.** Time spent in judicial continuing education, judicial training, meetings, and conferences should not be reported. Examples include MJJ training, other judicial seminars, annual judicial conference, other judicial conferences, continuing judicial or legal education, judicial association meetings, state bar meetings, or other professional associations. **Do not report community activities or education.** Examples include state boards and commissions, community education, community meetings with local judges, county boards and committees, weddings, legislative hearings, or teaching. **Do not report travel time.** Time spent traveling for court business or to arrive at a court or hospital should not be reported. If the travel takes place during a hearing, bench trial, or jury trial for the purpose of observing a crime scene or evidence, courtroom staff should record the travel time as part of the hearing or trial. **Do not report vacation, personal time, holidays, or sick leave. Do not report campaign preparation or campaign events.**



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Recording separate events. In most instances, record the individual event number that best describes the activities. For example, record “pretrial preparation” as follows:

	Court Code	County	Case Type Code	Event Number(s)
			One Per Line	
1	C03	Wayne	FC	1

Recording multiple events. In some instances, more than one event number should be recorded to describe the activities that take place in quick succession. For example, record “pretrial preparation in several felony cases” followed by “responding to parole appeal” on one line, as follows:

	Court Code	County	Case Type Code	Event Number(s)
			One Per Line	
1	C03	Wayne	FC	1, 4

- 5. Start Time and End Time.** Record the actual start time and end time of the event or events by the hour and minute. Recording activities in chronological order is preferred, but it is not required. Do not calculate the number of hours or minutes elapsed. Just record the time the event or events started and the time the event or events ended. For example, if several events in multiple capital felony cases take place between 9:15 and 9:50, record them as follows:

Case Type Code	Event Number(s)	Start Time		End Time	
		Hour	Minute	Hour	Minute
FC	1, 4	9	15	9	50



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6. Other Factors. Place a check mark in the appropriate box if the factor is true for the case or cases reported on that line.

- **Drug Court:** The case or cases are part of the court's drug court program.
- **Pro Se:** The case or cases include one or more parties who are appearing without counsel.
- **Interpreter:** The case or cases involve the use of an interpreter.
- **Life Sentence Eligible:** The case is a capital felony (eligible for a life sentence). This column is for district courts only. Circuit courts have a separate case type code for these cases, so the check mark is only needed for district courts.

Optional Comments: Space is provided on the reverse of the reports for describing other events or providing additional information on the time reported.

Completed Forms: Send completed forms to the **State Court Administrative Office** at the end of each week. The chief judge or presiding judge of each court will designate a staff member to collect and mail the reports each Friday.

Mailing Address:

State Court Administrative Office
ATTN: Lili Marchlewicz
P.O. Box 30048
Lansing, MI 48909